

Weekly Executive Status Report

Project: Statewide Voter Registration System

Project Manager: W. Gary Bush

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For Week Ending: 17-Jun-05

Project Schedule: 108 days used of 336 total project days

32% of implementation schedule expended

Project Highlights

The following represent the most important facts about the project as of this status report:

Phase 3 (Design) Started in Earnest

- All FRD's have been approved. Open questions being defined at PCC for Absentee Ballots, Petitions, and Reports.
- Database design and field mappings are still being finalized.
- Architectural Design and Component Definition being reviewed.

Business Transition Change Management Plan Underway

- Visits to remaining counties are scheduled and underway; four more counties visited. Potential Training sites being detailed in each county.
- Training Manager, Carol Rennie, on site last week. Compiling Training information and developing plans.
- Third Newsletter being assembled.
- Process change documentation continues.

Initial Hardware Purchases Initiated.

- Final user hardware distributions by county were sent to counties for confirmation.
- Central and County Server hardware orders have been placed. Costing of extra (print) servers for counties underway.
- AT&T data lines are ordered. Installation schedules being fixed to meet start-ups by county.
- State still detailing MS Office cost for user PC's.

Initial Data Conversion Collections Completed or Scheduled

- Bergen data being resent on CD's by the vendor for complete file and image extraction.
- Passaic to be visited late next week to collect data to replace previous VR-only submission.
- Exception reports for 1st cycle conversions sent out for all counties. Passaic county only included VR data. Will regenerate new reports, when CD's received.
- Rules Matrix is being prepared for initial Data Cleansing.

DIA Agency interfaces being finalized

- MVC full data extract download for duplicate checking is still being discussed
- MVC interface will be a real-time system with dual routing capability between MVC and SSA (AmviNet).
- DHSS and felon interfaces will be extract file downloads

Recent Accomplishments

The tasks listed below were completed recently by the project team:

Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P3d	Clarify and Define Training Needs				County visits completed to Pilots. Faxed surveys to rest being compiled.

Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

Project Plan				Scheduled Complete	
Phase Key	Task	Who	Start Date	Date	Comments
P3a	Detail Architectural Components (Hardware, Software, Design)			17-Jun	Software issues pending FRSD's. Final county HW counts being updated.
P7b1	Prepare External Interface Integration Design Document		Delayed	17-Jun	Meetings with DIA's completed. AOC rescheduled for next week. MVC details still need clarification. Delays causing concern to meet plans.
P7a2	Complete Database Changes, Loads, Conversions		Delayed	17-Jun	Waiting on Passaic County image data to be loaded
P7a2	Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)		Delayed	17-Jun	In progress

Coming Events

Upcoming Activities

The events listed below are highlights scheduled for the near future of the project.

			Scheduled	
			Complete	
Status	Event	Start Date	Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM
Planned	Release of Data Conversion Reports to Counties	20-May	24-Jun	Preliminary exception reports sent. Bergen & Passaic
				counties to be regenerated.
Planned	Release TADD with Key IT State Stakeholders	22-Jun	29-Jun	Designs being completed & reviewing internally

oject Scope Changes					
The fol	lowing changes to the project scope have b	een proposed b	y Covansys to	The State of	New Jersey
		Change			
		Request	CR Approval		
CR Status	Change Request	Owner	Date	CR Impact	Comments
Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
Approved	All-Oracle Database for all servers	WG Bush	18-May-05	Medium	Cost reduction must be quantified.
Researching	Workflow changes for DIA screens	WG Bush	TDB	Medium	Effort being estimated by PCC
Researching	Proposal to Purchase Print Servers for	WG Bush	TDB	Large	Purchasing options being studied
	each county (21)				

High Level Project Schedule

ID	Task Name	Duration	Start	Mar Apr May Jun Jul Aug Sep
1	New Jersey Statewide Voter Registration System (SVR	728 days	Tue 3/1/05	2/27 3/13 3/27 4/10 4/24 5/8 5/22 6/5 6/19 7/3 7/17 7/31 8/14 8/28
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05	
40	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05	
41	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05	
42	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/10/05	
43	Plase 2 - Dusiness Needs Assessment / Gap Analysis P2a - Gap Analysis	34 days	Wed 3/9/05	
54	P2b - Functional Requirements Specification Document (FRSD)	18 days	Thu 4/7/05	
62	P2c - Requirements Traceability Matrix(RTM) Baseline	25 days	Thu 4/7/05	
69	P2d - Organizational Change Management Initialization	20 days	Mon 4/11/05	<u>'</u>
82	P2e - County Site Surveys	41 days	Tue 3/15/05	
87	Milestone 3 - Requirement Documents Accepted	0 days	Wed 5/11/05	
88	Phase 3 - Design and Implementation Planning	77 days	Tue 5/3/05	
89	P3a - Technical Architecture Design Document (TADD)	34 days	Tue 5/3/05	
90	P3a-Review Gap Analysis, Business and Technical Requirements	5 days	Tue 5/3/05	
91	P3a-Detail Overview, Objectives and Assumptions	5 days	Tue 5/3/05	
92	P3a-Detail Architectural Components (Hardware, Software, Design)	7 days	Tue 5/10/05	
93	P3a-Detail Development Environment	5 days	Thu 5/19/05	
94	P3a-Detail System Architecture	5 days	Thu 5/26/05	
95	P3a-Detail Logical Data Model and DDL	3 days	Fri 6/3/05	
96	P3a-Prepare/Distribute Draft Technical Architecture Design Document (Internal QA Review)	3 days	Wed 6/8/05	
97	P3a-Distribute/Review/Revise TADD with Key IT State Stakeholders	3 days	Mon 6/13/05	
98	P3a-Review/Submit/Obtain Signoff of TADD	3 days	Thu 6/16/05	
99	P3b - Hardware and Software Deployment and Installation Plan	17 days	Tue 6/21/05	
109	P3c - Data Modeling and Database Design	17 days	Tue 5/3/05	
110	P3c-Review FRSD, TRD and TADD	1 day	Tue 5/3/05	<u> </u>
111	P3c-Conduct Data Modeling Sessions To Confirm Modifications	5 days	Wed 5/4/05	
112	P3c-Identify and Document Data Model Gaps and Required Changes P3c-Prepare Data Model and Database Design Document	5 days	Wed 5/4/05 Wed 5/11/05	
114	P3c-Prepare Data Model and Database Design Document P3c-Distribute/Review/Revise with Key Stakeholders	5 days 3 days	Wed 5/11/05	
115	P3c-Review/Submit/Obtain Signoff of Data Model/Database Design Docur	3 days	Mon 5/23/05	
116	P3d - Training and Post Implementation Support Plan	31 days	Thu 5/12/05	h
117	P3d-Clarify and Define Training Needs, Requirements and Audience	5 days	Thu 5/12/05	
118	P3d-Conduct Training Analysis	10 days	Thu 5/19/05	
119	P3d-Conduct User Assessments	10 days	Thu 5/19/05	
120	P3d-Identify Training Modules and Lessons	10 days	Thu 5/19/05	
121	P3d-Identify Types of Training Materials to be Developed	10 days	Thu 5/19/05	
122	P3d-Identify Training Locations and Resources	10 days	Thu 5/19/05	
123	P3d-Prepare Detailed Training Plan and Approach	5 days	Fri 6/3/05	
124	P3d-Prepare Post Implementation Support Plan and Approach	3 days	Fri 6/10/05	
125	P3d-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/15/05	
126	P3d-Review/Submit/Obtain Signoff of Training and Post Implementation Si	5 days	Mon 6/20/05	
127	P3e - Organization Change Management Pre-Implementation	74 days	Fri 5/6/05	▼ ▼ ▼ ▼
141	Milestone 4 - Detail Design Completed	0 days	Wed 5/25/05	<u> </u>
142	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05	
143	P4a - Application Configuration/ Development	61 days	Mon 5/23/05	<u> </u>
155	P4b - User Acceptance Test Plan (Application with Conversion Data)	24 days	Mon 5/9/05	
156	P4b-Review Functional Requirements Specification Document	1 day	Mon 5/9/05	
157	P4b-Identify State User Acceptance Criteria	5 days	Tue 5/10/05	
158	P4b-Prepare a User Acceptance Test Strategy	5 days	Tue 5/10/05	
159	P4b-Prepare a User Acceptance Test Plan	5 days	Tue 5/10/05	
160	P4b-Create Test Cases for New/Changed Functionality	10 days	Tue 5/17/05	
161	P4b-Create Test Cases for Conversion/Data Migration	10 days	Tue 5/17/05	
162	P4b-Create Test Cases for Interfaces	10 days	Tue 5/17/05	
163	P4b-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/1/05	
164 165	P4b-Review/Submit/Obtain Signoff of UAT Plan P4c - Pilot Implementation and Support Plan	5 days 25 days	Mon 6/6/05 Fri 7/15/05	
171	P4d - Prior implementation and Support Plan P4d - Training Materials and Documentation	30 days	Wed 7/20/05	
177	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05	
184	P4f - User Acceptance Testing	32 days	Thu 8/11/05	
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184	P4f - User Acceptance Testing	32 days	Thu 8/11/05
195	P4g- Establish Managed Server Sites	50 days	Tue 6/21/05
210	P4h - Organizational Change Management Implementation	46 days	Mon 8/22/05
217	Milestone 5 - User Acceptance of Full Function Application Beg	0 days	Fri 8/19/05
218	Milestone 6 - User Acceptance of Full Function Application	0 days	Mon 9/26/05
	Completed	,-	
219	Phase 5 - Pilot Implementation	57 days	Thu 8/18/05
220	P5a - Pilot Selection and Training	21 days	Thu 8/18/05
228	P5b - Pilot Installation and Support	48 days	Wed 8/31/05
238	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05
239	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05
240			Tue 11/8/05
	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	
241	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05
245	P6b - Full Deployment and Production Implementation Tracking	29 days	Tue 11/8/05
255	Milestone 9 - All Users Trained	0 days	Mon 12/12/05
256	Milestone 10 - Implementation Complete to all Sites	0 days	Mon 12/19/05
257	Phase 7 - Conversion and Interface	197 days	Mon 3/14/05
258	P7a - Data Conversion	197 days	Mon 3/14/05
259	P7a1 - Data Conversion and Migration Plan	17 days	Mon 3/14/05
268	P7a2 - Data Conversion Results Cycle 1	35 days	Wed 4/6/05
269	p7a2 - Collect data from each data source	30 days	Wed 4/6/05
270	P7a2 - Data Conversion program Development	15 days	Wed 4/6/05
271	P7a2-Complete Code Enhancement and Interface Development Per N	15 days	Wed 4/6/05
272	P7a2-Complete Database Changes, Loads, Conversions	15 days	Wed 4/6/05
273	P7a2-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 4/6/05
274	P7a2-Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)	15 days	Wed 4/6/05
275	P7a2 - Process Data through Conversion Programs	15 days	Wed 4/27/05
276	P7a2 - Distribute Cycle reports to each data source contact person	5 days	Wed 5/18/05
277	P7a3 - Data Conversion Results Cycle 2	90 days	Wed 5/25/05
284	P7a4 - Data Conversion Results Cycle 3	74 days	Tue 9/6/05
293	P7b - Interface	143 days	Tue 3/15/05
294	P7b1 - External Interface Design Document	48 days	Tue 3/15/05
295	P7b1-Conduct Integration JAD Sessions with Relevant Parties	10 days	Tue 3/15/05
296	P7b1-Prepare High-level Data Flow Diagrams for Interfaces	10 days	Tue 3/29/05
297	P7b1-Prepare External Interface Integration Design Document	10 days	Tue 4/12/05
298	P7b1-Develop Conceptual Definition of Module Interfaces and NW	10 days	Tue 4/26/05
200	Infrastructure Design		T
299	P7b1-Distribute/Review/Revise with Key Stakeholders	3 days	Tue 5/10/05
300	P7b1-Review/Submit/Obtain Signoff of External Interface Design Dog	5 days	Fri 5/13/05
301	P7b2 Interface testing results document	95 days	Fri 5/20/05
305	Phase 8 - Project Close-out and Transition to Maintenance and Support	311 days	Tue 10/11/05
330	Milestone 11 - Project Close-out and Transition to	0 days	Wed 2/1/06
	Maintenance and Support Completed		
331	Ongoing Project Management	235 days	Tue 3/1/05
411	Comprehensive Full Service Support	260 days	Fri 12/29/06
416	Milestone 12 - Maintenance and Support Complete	0 days	Mon 12/31/07